

23-630 SDSS REVIEW**23-630**

- .1 Contracts, procurements and amendments for the purchase of services for any other program where state review is required by law or regulation shall be subject to prior CDSS review in accordance with the conditions set forth below.
 - .2 When CDSS review is required, CDSS shall notify the county of the time frames necessary to submit information for state review, based on the complexity and volume of the contract material requiring state review.
 - .3 Along with the contract, the county shall submit a summary of the procurement if the procurement information has not been previously required. The summary of the procurement shall include the method of procurement, a listing of all bidders or proposers and their bids, and the county's reasons for the selection.
 - .4 When submitting a contract amendment, the county shall detail the reason(s) for the amendment, and, if the amendment results in a change of price, a revised contract budget and justification for any price change.
 - .5 CDSS will review the contract, procurement summary, or contract amendment for compliance with state and federal program and procurement laws and regulations. CDSS will review contract amendment price changes for reasonableness, necessity, and impact on state and federal funding availability. Upon making a determination, the state shall respond to the county in writing, with an approval or denial of state and federal funding of the contract or amendment. If the contract or amendment is not approved, the state shall set forth conditions, if any, by which the county may gain approval for funding.
- .51 The state shall notify the county within 15 calendar days of receipt if the material is complete or deficient, and within 45 calendar days of receipt of complete information of its decision on contracts, procurement summaries, or amendments.

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- .52 Repealed by CDSS Manual Letter No. OPS-01-02, effective 4/17/01.
- .6 Contracts providing services prior to required state contract approval may not be eligible for state and/or federal financial participation.
- .7 Although it is general policy not to require prior review of contracts unless required by law or regulation, CDSS retains the right to audit and evaluate all county contracts both during and after the contract term.

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- .8 Upon final approval of a contract, CDSS shall provide claiming clearance for the contract and assign a specific CDSS contract number.
- .9 Additional requirements concerning the review and approval of contracts for electronic data processing are contained in Sections 28-105 and 115.

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NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Section 12302.1, Welfare and Institutions Code.